



H.A.S.A.W LTD

Specialists In Fire Protection & Prevention



Head Office
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Northants
NN14 4JS

FIRE RISK ASSESSMENT REPORT

Address of property
Morshead Mansions
Morshead Road
Maida Vale
London
W9 1LG

Person responsible for fire safety
Mr David Wismayer

Date of Fire Risk Assessment
19th March 2010
Amended
22nd July 2010

Assessor
Alfred Hake GFireEng

Reference
HS101903
Amendment 1

Recommended Next Risk Assessment Review date.

March 2011

This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date, and in any event by the date indicated above or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

Scope of Fire Risk Assessment

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) require the Employer or other responsible person to carry out a fire safety risk assessment of the premises.

2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.

3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.

4. The risk assessment should be available for inspection.

5. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a) Significant changes to work practices or procedures.
- b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- d) Significant changes to furniture and fixings and/or to displays or quantities of stock.
- e) The introduction or increase in the storage of hazardous substances.
- f) Any change in the fire precautions in the premises.
- g) Any near miss or fire incident.

and, in any event, at recommended intervals of no more than twelve months.

6. The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

7. The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

8. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

9. In this report:

- a) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.
- b) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- c) Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- d) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- e) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- f) The term “responsible person” has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005.

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A: GENERAL INFORMATION

DESCRIPTION OF PROPERTY

The property is a terraced building, which is currently used as residential flats

Premises risk level at the time of the risk assessment; NORMAL
(See section m)

Number of storeys, including basement floors in the building: 5

Number of storeys included in the risk assessment: 5, (Common areas)

Brief details of Construction:

The building is of traditional construction with timber floors and stairs.

Occupiers Details:

Location of areas assessed i.e. 2 nd floor, common areas etc.	Activity and/or Process	No employed
Basement Ground First Second Third	Storage and services Residential Residential Residential Residential	0

USE OF PREMISES

The premises are used as Residential flats

OCCUPIERS OF THE BUILDING

Approximate total numbers of persons employed in the whole premises:	0
Premises used out of hours?	Yes
Are persons specifically at risk?	No
Approximate total numbers known to sleep in the premises: flats	Residents of 104

Comments and other relevant issues noted (list)

Morshead Mansions was built in the Edwardian era in about 1904 and is made up of thirteen separate but contiguous blocks each comprising of eight two to three bedroom flats. The building has limited 'built in' fire precautions which now require some enhancement. It is appreciated that within the various blocks there are some minor differences, however, this report will apply to all thirteen blocks with equal weight.

At the request of Mr Wismayer, a further inspection was undertaken on 22nd July 2010, in order to inspect the loft areas and offices in blocks 8 & 9. The extra recommendations are detailed in sections C2, G1, H2 and H3

B: FIRE HAZARDS AND IGNITION SOURCES

B1; Electrical Sources of Ignition

- | | |
|---|-----|
| a. Is portable appliance testing carried out? | Yes |
| b. Are electrical circuits and installations periodically tested and inspected? | No |
| c. Is there managerial control of personal electrical items? | N/A |
| d. If extension leads and adaptors are in use are they used safely? | N/A |
| e. Are electrical cables routed so as to avoid physical damage? | Yes |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B1, b, No circuit testing has been undertaken to date

Indicate the appropriate risk level: High

B2; Smoking

- | | |
|--|-----|
| a. Is smoking permitted in any part of the building? | Yes |
| b. Is smoking managed in an appropriate and safe manner? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B2, Smoking not permitted in common areas

Indicate the appropriate risk level: Normal

B3; Heating

Morshead Mansions

HS101903
(Report amended 22nd July 2010)

19th March 2010

- | | |
|---|-----------|
| a. Are mains gas supplies connected? | Yes |
| b. Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors? | N/A |
| c. Are portable heaters in use? | None seen |
| d. Are portable heaters kept away from any combustible storage or refuse? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B3, No comment required

Indicate the appropriate risk level: Normal

B4; Cooking

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B4, No cooking undertaken in the common areas, no comment required

Indicate the appropriate risk level: Normal

B5; Arson/Wilful Fire Raising

- | | |
|--|-----|
| a. Is external refuse managed adequately? | Yes |
| b. Are suitable external security arrangements in place? | Yes |
| c. Are suitable internal security arrangements in place? | Yes |
| d. Is the building vulnerable to arson? | No |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B5, Please see section B5, 'fire action plan' below for ongoing arson prevention advice

Indicate the appropriate risk level: Normal

B7; Storage and Housekeeping

- | | |
|--|-----|
| a. Are large/abnormal amounts of combustible storage kept in the premises? | No |
| b. Is there a large or excessive fire loading? | No |
| c. If so are storage arrangements adequate? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B7, No comment required

Indicate the appropriate risk level: Normal

B8; Building Work and Outside Contractors

At the time of the risk assessment, was any building work being carried out? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B8, No comment required, however See section B8, in fire action plan regarding fire safety advice on undertaking building work in your property

Indicate the appropriate risk level: Low

C: MEANS OF ESCAPE

Main Access to the building is via: a single entrance from the street and two exits from the basement areas

C1; Alternative Means of Escape;

An alternative means of escape is provided.

The alternative means of escape are available via 2 final exit doors from the basement corridor (One door at each end)

- | | |
|---|-----|
| a. Are there adequate numbers of final exit doors? | Yes |
| b. Can all fire exits be immediately opened without the use of a key? | Yes |
| c. Are electronic security locks fitted to exit doors on escape routes? | Yes |
| d. If so are they appropriately and safely fitted and maintained? | Yes |
| e. Do fire exits open in the direction of escape? | Yes |
| f. Are sliding or revolving doors relied on for means of escape? | No |
| g. Is adequate artificial illumination provided where necessary? | Yes |
| h. Are the alternative exit route/s provided with appropriate fire exit signage? | No |
| i. Are any inner, inner room situations involved? | N/A |
| j. Are vision panels fitted or automatic fire protection provided in access rooms to inner rooms? | N/A |
| k. Are vision panels of inner rooms obstructed? | N/A |
| l. Were any unsatisfactory fire exit or escape routes noted? | No |
| m. Travel distances acceptable? | Yes |

Alternative means of escape acceptable? Yes

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C1, h, Some signage required see action plan section 'E'

Indicate the appropriate risk level: Normal

C2; Protection of Internal Escape Routes and Structural Integrity

a. Are any dead end exit routes adequately protected?	Yes
b. Are floor surfaces, stairs and handrails etc, safe?	Yes
c. Are exit routes adequately clear of storage and obstructions?	No
d. Are staircases kept clear of storage and obstructions?	No
e. Are existing fire doors installed to conform with British Standard 476?	No
f. Are fire doors held open by irregular means?	No
g. Are door holding devices fitted to fire doors?	No
h. If so are they appropriately and safely fitted, signed and maintained?	N/A
i. Are any fire doors or fire resisting partitions damaged?	No
j. Are existing fire resisting partitions installed to comply with British Standard 476 as far as could be ascertained?	No
k. Is there reasonable limitation of linings which might promote fire spread?	Yes
l. Are service shafts between floors adequately fire stopped?	N/A
m. Are doors to service riser shafts to a suitable fire resisting standard?	N/A
n. Is compartmentation considered to be of a reasonable standard?	No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C2, c & d, Some staircases and landings obstructed with storage items and trip hazards caused by curled carpeting/mats

C2, e, Doors to offices in blocks 8 and 9 and loft access hatches (in all blocks) are not up to current fire resisting standards

C2, j, Some glazed partitions and borrowed lights do not appear to be of fire resistant glazing

C2, n, Basement compartmentation and staircase/loft areas require attention

Indicate the appropriate risk level: High

C3; External Exit Routes

- | | |
|--|-----|
| a. Do external exit routes lead to a place of final safety? | Yes |
| b. Are external exit routes even and without obstructions or trip hazards? | Yes |
| c. Are external exit routes clear of obstructions, storage and refuse? | Yes |
| d. Are external exit routes considered satisfactory? | Yes |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C3, No comment required

Are persons at risk from means of escape deficiencies?	No
---	-----------

Indicate the appropriate risk level: Normal

D: EMERGENCY ESCAPE LIGHTING

Description: No emergency lighting apparent

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

D, Emergency lighting required throughout common areas

Are occupants at risk from emergency lighting deficiencies? Yes

Indicate the appropriate risk level: High

E: SIGNS AND NOTICES

Existing signs and notices provided (No Signage Seen) with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000

Additional signs required?

Yes

If so please see the recommendations in section L, action plan.

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

E, See section 'E' in 'Fire Action Plan'

Are occupants at risk from signage deficiencies? Yes

Indicate the appropriate risk level: High

F: FIRE ALARM AND FIRE WARNING ARRANGEMENTS

Description of System: There are no fire alarm warning arrangements.

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

F, Means for giving warning in the event of fire required

Are occupants at risk from fire alarm deficiencies? Yes

Indicate the appropriate risk level: High

G: FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS.

G1; The following types of portable fire extinguishers are provided on site:

There are no fire extinguisher on site

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

G1, means for fighting fire required

Are occupants at risk from fire extinguisher deficiencies? Yes

Indicate the appropriate risk level: High

H: MANAGEMENT OF FIRE SAFETY

H1; Fire Routine and Emergency Plan

- a. Is there an established fire routine and emergency plan? No
- b. Are all necessary issues, included in the plan? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

H1, a & b, No codified fire routine and emergency plan in use at this time

H2; Training and Drills

- a. Are all staff given fire instruction on induction? No
- b. Are all staff given periodic refresher training at suitable intervals? No
- c. Have all staff been made aware of the emergency plan? No
- d. Are staff trained to recognise and use the fire extinguishers? No
- e. Are fire wardens appointed and trained? No
- f. Are there adequate numbers of fire wardens? N/A
- g. Are staff other than fire wardens designated to assist where necessary? No
- h. Evacuation drills held? No

H2, It is understood that Mr Wismayer is the only employee of Morshead Mansions Limited (MML) and if in the future any additional staff are employed then it is advised that the recommendations in H2, 'Fire Action Plan' are undertaken.

It is now understood that there are building services operatives working out of the basements of blocks 8 & 9,

H3; Record Keeping

- a. Is a dedicated fire log book maintained? No
- b. Are all appropriate records maintained? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

H3, a & b, No fire log book or records kept at this time

I: ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY

- | | |
|---|-----------|
| a. Is access for fire brigade vehicles satisfactory? | Yes |
| b. Is access for fire fighters on foot satisfactory? | Yes |
| c. Is access for fire fighting or means of escape clear and unobstructed? | Yes |
| d. Date of last Fire Brigade inspection, if known? | Not Known |
| e. Have the Fire & Rescue Service been advised of any changes to the building or occupancy? | Not known |
| f. Are local water supplies / hydrants adequate and Suitably near to the building? | Yes |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

I, No comment required

Are occupants, the environment or fire fighters at risk from access or managerial deficiencies? No

Indicate the appropriate risk level: Normal

J: SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means Of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied, and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order, and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Plans/procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

K: ASSESSING THE INDIVIDUAL RISKS

In order to assign priority to the risks identified, assessors must determine how likely the threat posed by each hazard is to happen. The simplest method of carrying out this prioritisation exercise is through the use of the matrix below.

In this matrix, assessors need firstly to determine how serious the hazard is (is it life threatening or merely an annoyance). This allows the assessor to place the hazard on the severity scale of the matrix (Low – Very High), running an imaginary line vertically from this placement gives one series of reference points.

Assessors now need to determine the probability of the threat actually happening (is it likely to happen almost daily, or is it unlikely to ever happen). Once this probability has been determined an imaginary line can be horizontally run from the identified probability on the left of the matrix to where it meets the imaginary vertical line already run from the severity scale. Where the two lines cross gives the resultant prioritisation for action to be taken (see key).

Likelihood	Very Likely <i>Could occur on a daily basis, or at least more than once per week</i>				
	Likely <i>Could occur more than once a month.</i>				
	Unlikely <i>Could occur within a year</i>				
	Remote <i>Only likely to occur once in a lifetime</i>				
		Low <i>negligible or light smoke inhalation only</i>	Medium <i>light to heavy smoke inhalation</i>	High <i>heavy smoke inhalation & risk of burns</i>	Very High <i>risk of serious injury or death</i>
	Severity				

KEY

	Immediate action
	Action completed within 1 month
	Action completed within 3 months
	Action completed within 6 months

L: ACTION PLAN

The action plan which follows, sets out the risks to be eliminated or minimised to an acceptable level.

The action plan identifies the risk by cross reference to the various section where the deficiency has been identified (e.g. B.1.a. portable appliance testing)

It provides details of the identified risk, the recommended action required to eliminate or minimise the risk and the priority given to the risk (e.g. action should be completed within one month)

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
B1	It should be confirmed that all electrical installations and fixed wiring have been tested by a competent electrical engineer within the last 5 years. Ensure that a test certificate has been issued, and any recommendations are being dealt with.	Three Months	
B5	<p>Ensure that the outside of the building is well lit</p> <p>Regularly remove all combustible refuse</p> <p>Do not place rubbish skips adjacent to the building and secure waste bins in a compound, which is separated from the building</p> <p>Encourage residents to challenge persons acting suspiciously</p> <p>Remove automatic entry rights from ex-residents</p> <p>Ensure that the security alarm and fire detection systems (if and when installed) are monitored and acted upon</p> <p>Secure flammable materials so that an arsonist could not use them</p> <p>Fit secure metal letterboxes on the inside of letter flaps in order to contain any burning materials, which might be pushed through</p> <p>Deter unauthorised entry to the building</p> <p>Keeping out intruders will also keep out arsonists.</p>	For Information Only	
B8	<p>Should any future building works be undertaken the following points are to be considered:</p> <p>Many serious fires occur during building and maintenance work. This type of activity can increase the risk of fire and therefore, needs to be carefully monitored and controlled. Extra fire precautions may be needed.</p>	For Information Only	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>According to the size and use of the workplace, the nature of the work to be carried out and the number of occupants within the building, it may be necessary to carry out a new, specific risk assessment, so that all the hazards created by the work are identified and plans put in place to control the risks. Particular attention should be paid to:</p> <p>Accumulations of combustible waste and builders refuse; The obstruction or loss of exit and exit routes; Fire doors, which are propped or wedged open; Openings created in fire-resisting partitions; The introduction of extra electrical equipment or other sources of ignition.</p> <p>At the beginning of the working day, it is essential to ensure that sufficient escape routes remain available for people in the workplace, whether employees or contractors and that other fire safety arrangements are still effective. At the end of the day a check should be made to ensure that all risks of fire have been removed or adequately controlled.</p> <p>The risk of fire may be increased by the introduction of extra electrical equipment/ LPG gas cylinders/ other sources of ignition.</p> <p>Flammable materials used during construction or maintenance work, such as adhesives, cleaning materials or paints, should be securely stored in a well ventilated area when not in use and kept separate from other materials. Rooms in which they are used should be well ventilated and free from sources of ignition. Gas cylinders not in use should be stored securely outside the workplace, preferably in the open air. Smoking and the use of naked flames should never be allowed when using flammable materials.</p>		

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>The adequacy of the building's automatic fire detection system may be disabled, by contractors covering the detector heads with dust caps/rubber gloves/builders tape etc, therefore regular checks to be undertaken to ensure the alarm system is not compromised.</p> <p>Consideration should be given to ways to prevent false alarms in the automatic fire detection system, during building or maintenance work or where hot work is being undertaken. At the same time adequate fire warning arrangements must be maintained. At the end of such work the fire alarm system should be reinstated and tested (if it has been de-activated in any way)</p> <p>Before and during renovations or alterations you should liaise and exchange information with contractors who will also have a duty under the Construction (Health, safety and Welfare) Regulations 1996 to carry out a risk assessment and inform you of their significant findings and the preventative measures they may employ. This may be supported by the contractor's agreed work method statement.</p> <p>You should continuously monitor the impact of the building work on the general fire safety precautions, such as the increased risk from quantities of combustible material and accumulated waste. You should only allow the minimum materials necessary for the work in hand with or adjacent to your building.</p>		
C2	<p>c & d, Refuse, combustible storage and obstructions should not be allowed to accumulate in any of the staircases and exit routes in the premises. Clear and direct exit routes should be maintained clear.</p> <p>Items which pose a potential fire hazard or those which could cause an obstruction should not be located in entrance hallways, landings or stairways which are intended for use as a means of escape in an emergency. In particular the following items should never be located in protected routes, or in a corridor or stairwell, which serves as the sole means of escape from the building, or part thereof:</p>	Immediate	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>electrical equipment, portable heaters of any type, heaters which have unprotected naked flames or radiant bars, fixed heaters using a gas supply cylinder, where the cylinder is within the escape route, oil-fuelled heaters or boilers, cooking appliances, upholstered furniture, coat racks, mats or carpeting which are not fitted and may curl at the edges causing a potential trip hazard, temporarily stored items including items in transit, eg furniture, beds, bicycles, laundry, waste bins etc, lighting using naked flames, gas boilers, pipes, meters or other fittings (except those permitted in the standards supporting the building regulations and installed in accordance with the 'Gas Safety Regulations'). Electrical equipment (other than normal lighting, emergency escape lighting, fire alarm systems, or equipment associated with a security system)</p> <p>e, The following fire doors should be upgraded or replaced, so that they comply with the definition 'fire resisting' as defined by British standard 476 :- Doors, 09-03, 09-04 & 08-02 and the doors to be provided with approved smoke seals and intumescent strips fitted to the top and both edges of the above mentioned fire door/s to prevent the passage of smoke and fire putting persons/premises at risk. Also, all fire doors must be effectively self closing at a safe and controlled speed with a hydraulic self closing device and be held firmly in the closed position without the aid of a catch. They should not be held open by irregular means and fitted with three</p>	Six Months	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>hinges. The loft hatch should be of fire resisting construction, which should be kept locked shut when not in use. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476.</p> <p>j, A check to be undertaken on all the 'flats' to ensure that the glazing within (fire) doors or as borrowed lights in a fire resisting wall or panel, do provide the required fire resistance. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 unless otherwise stated.</p> <p>n, The Basement ceiling should be constructed of materials giving a minimum of 60 minutes fire resistance. The ceiling should be imperforate except where services pass through the ceiling and these must be effectively fire stopped. One 60 minute or two 30 minute fire doors should be fitted between the Basement and the Ground Floor. It is strongly recommended that the single staircase and the individual flats on the top floors should be separated from the roof void by fire resisting construction, It is advised That the entire top floor ceiling in each block should be constructed of materials giving a minimum of 30 minutes fire resistance and that the fire resisting walls and screens continue to the true ceiling height.</p>	<p>Three Months</p> <p>One Year</p>	
D	<p>It was noted that areas in the premises could be without light in the event of a power failure; this would be particularly hazardous to persons attempting to evacuate the premises in an emergency. It is recommended that consideration should be given to installing an emergency lighting system, which will conform to the requirements of British Standard 5266:1-2005.</p>	Six Months	
E	<p>(Basement areas: Signs to indicate the position and location of the gas shut off valves to be placed in a prominent position as near the valves/meters as possible for the assistance of the fire authority in the event of fire.</p>	One Month	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>Signs to indicate the Emergency Electric cut off switch to be placed adjacent to and in a prominent position to the Emergency Electric cut off.)</p> <p>Common areas: Printed FIRE ACTION notices should be displayed at conspicuous positions in the premises. They should state in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement, located in prominent positions. (A specimen of the above fire action notice has been included in the report pack and may be reproduced to give to residents for guidance and information)</p> <p>No smoking signs to be fitted in conspicuous places throughout the premises</p> <p>To make the presence of fire fighting equipment obvious,(when fitted) a notice bearing the words FIRE EXTINGUISHER, as appropriate, in white block lettering a minimum of 15 mm in height on a red background, should be provided.</p>		
F	It is recommended that consideration is given to the provision of a category LD 2 type fire alarm system, installed to the requirements of British Standard 5839	One Year	
G1	Hand held extinguishers should be provided at a ratio of approximately 1 Water Extinguisher for every 200 M ² of floor space, in addition to each storey exit, with a minimum of one per floor. Additionally, it is recommended that each Water type extinguisher is supplemented by a CO ₂ type extinguisher to cover the risk generated by electrical apparatus within the floor area.	Three Months	
H1	The fire action notices which are recommended will be considered a site sufficient emergency plan	One Month	
H2	All staff must be aware of any responsibilities they may have if the building needs to be evacuated and all staff must receive training in the fire emergency plan and escape routes available.	Three Months	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>This training should also be provided for persons on irregular duties or shift duties outside normal working hours, including part-time staff, cleaners etc.</p> <p>Instruction should be given by a competent person at such intervals as to ensure that everyone at work has received fire safety training, preferably at least twice in each period of twelve months. It is particularly important that management ensure that all newly appointed and temporary staff are made aware of the means of escape and fire procedures at the commencement of their employment.</p> <p>Training should be based on written instructions but it is important that they are specific to these premises and the current occupier. Reliance upon a standard instruction of a type used by many large organisations may not be satisfactory without modification to suit your individual need.</p> <p>As a minimum, all staff should receive the following training,</p> <p>They should be told if they have any special duties when the fire alarm sounds.</p> <p>They should receive instruction about all the items listed in your emergency plan and the evacuation procedures.</p> <p>They should be given instruction in how to maintain a safe workplace by keeping fire-resisting doors shut and keeping the escape routes clear of obstructions, sources of ignition and combustible storage.</p> <p>They should be told of the importance of keeping the fire fighting equipment available.</p> <p>Fire evacuation drills</p>		

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated or the alarm of fire raised verbally by a member of staff who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow.</p> <p>Training records</p> <p>All training and instruction should be recorded in a log book. The following are examples of matters which may need to be included in such a record:- See section 'H3 Record Keeping' in the fire action plan!</p> <p>The date of the instruction or exercise. The duration and the name of the person giving the instruction or drill. The names of the persons receiving the instruction or taking part in the drill. The nature of the instruction or drill.</p>		
H3	<p>It is recommended that a dedicated fire log book is provided, in which all fire related records for each property managed, should be maintained. The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency. Maintain comprehensive records in the fire log book provided of all:-</p> <p>fire alarm actuations, servicing and tests, emergency light tests, servicing and checks,</p>	Three Months	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	means of escape checks, portable electrical appliance tests, staff fire training, fire evacuation drills, checks of any portable lamps or torches.		

M: PREMISES RISK CATEGORISATION

Generally, workplaces can be categorised as either High Normal or Low Risk

High = Where highly flammable or explosive materials are stored or used (other than in small quantities).

Where unsatisfactory structural features are present such as :-

- a) a lack of fire resisting separation;
- b) vertical or horizontal openings through which fire, heat and smoke could spread;
- c) long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories;
- d) large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.

Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as :-

- e) workshops in which highly flammable materials are used, eg paint spraying;
- f) areas where the processes involve the use of naked flame, or produce excessive heat;
- g) large kitchens in works canteens or restaurants;
- h) refuse chambers or waste disposal areas;
- i) areas where foamed plastics or upholstered furniture are stored.

Where there is a significant risk to life in case of fire, such as where :-

- j) sleeping accommodation is provided for staff, the public or other visitors in significant numbers;
- k) treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation;
- l) there is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape;
- m) groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc;
- n) large numbers of people are present relative to the size of the premises (e.g. sales at department stores) or in other circumstances where only a low level of assistance may be available in an emergency (e.g. places of entertainment).

Normal = Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.

Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk.

Low = Where there is minimal risk to peoples lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.

